

## APPLICATION FOR RECORDS DISPOSITION STANDARD

marta

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address  <b>MARTA</b> <b>DTO - Division of Transportation</b> <b>125 Pine Street, NE</b> <b>Atlanta, Ga. 30308</b>			<b>FOR RECORDS MANAGEMENT DIVISION USE</b> Date Received      Application No.      Date Completed <b>JUN 17 1975</b> <b>75-133</b> <b>JUL - 9 1975</b>			
4. Person to Contact  <b>Mr. C. L. White</b>		5. Working Title  <b>Records Supervisor</b>		6. Telephone No.  <b>586-5302</b>		
7. ACTION REQUESTED  <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATIONS; NO FURTHER ACCUMULATION ANTICIPATED.						
8. Earliest & Latest Dates of Series  <b>1973 Present</b>		9. Exact Series Title  <b>Dispatchers Daily Report File</b>				
10. What is the function of the office in which this record series is created?  <div style="text-align: center; font-size: 1.2em;">SEE ATTACHED.</div>						
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):  Documents relating to: <b>The daily assignment of bus operators to the buses, the scheduled amount of time worked, and the pay status of the operator.</b>  Included are: <b>Daily report file.</b>  File is arranged: <b>chronological by day by year.</b>						
ATTACH SAMPLES OF THE FILE						
12. Equipment Occupied		No. of Drawers	Cu. Ft. of Records	Annual Rate of Accumulation		
Letter-size File Drawers				5 41 2		
Legal-size File Drawers				4		
Storage boxes		2		2		
				In Office(s)    In Storage Area(s)		
				2		
				This Year's    Last Year's    Preceding Year's    All Prior Year's		
				1    0    0    0		
				AVERAGE DAILY REFERENCES		

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- YES NO
13. ☒ ☐ Is this the Record Copy of the series?
14. ☐ ☒ Is there a duplication of this series in another office or agency?
15. ☐ ☒ Is the information contained in this series ever summarized or published? Attach copy.
16. ☐ ☒ Does the series contain classified information requiring security handling?
17. ☐ ☒ Does the series initiate, amend or terminate agency policies and procedures?
18. ☒ ☐ Could the function be performed if the files were lost or destroyed?
19. ☐ ☒ Is the series (or major portion of it) regularly microfilmed? If yes, why?
20. ☐ ☒ Does the record series provide data as input to an EDP file?
21. ☐ ☒ Does the record series contain documentation produced as EDP printout?
22. ☐ ☒ Has the Federal Government issued instructions governing retention/disposition of these files?
23. ☐ ☒ Will there be a need for these records 10, 15 years from now? If yes, what?

24. REQUIREMENTS. The following requires the files to be kept 3 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)

Mr. C. L. White

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

- ☒ CALENDAR YEAR ☐ FISCAL YEAR ☐ Other

- ☒ Hold in the current files area \_\_\_\_\_ month(s)/ 1 year(s):
- ☒ Transfer to ☒ State Records Center ☐ Local Holding Area; hold 2 year(s):
- ☒ Destroy.
- ☐ Transfer to Archives for permanent retention.
- ☐ Destroy immediately after cut-off.
- ☐ Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

26. APPROVALS

Approved Department Records Management Officer. Date	Approved Legal Counsel Date
<i>H. F. Taylor</i> 5-14-75	<i>Wayne K. Kunder</i> 5-20-75
Approved Division Head Designee Date	Approved Division of Audit Date
<i>J. D. Dwyer</i> 5-14-75	
Approved Department Head Designee Date	Approved MARTA Management Advisory Committee Date
<i>H. F. Taylor</i> 5-14-75	
Approved Records Management Analyst Date	Approved Department of Archives and History Date
<i>Douglas M. Han</i> 5-14-75	<i>Carole Hunt</i> 7-9-75

## DIVISION OF TRANSPORTATION

### Functions and Responsibilities

The division provides bus transit services for the MARTA service area.

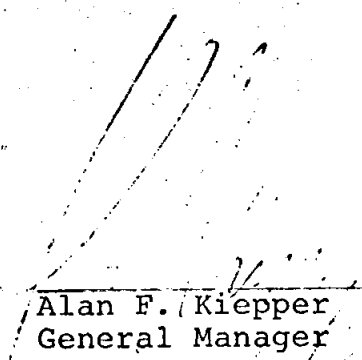
A security service is provided for on the Authority's buses. The division provides the security for the department's three garages, grounds and equipment and the Equitable Building. Pursuant to providing security this division maintains liaison with school officials, police departments and the courts.

The division handles citizen suggestions and complaints regarding transit operations. All fare box revenues are collected and transported by this division, also a 24-hour schedule information service is provided.

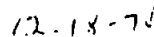
The division conducts training programs for operators, supervisors, dispatchers, and other employees. This division provides for the installation and monitoring of industrial and public safety procedures. A continuous program of safety training for operators is conducted. Accidents involving employees or vehicles of the Authority are investigated by this division with the assistance of the Division of Claims, to determine their cause, the existence of safety violations, and corrective and preventive action to be taken.

This division operates the Authority radio system. It also develops and maintains the divisional and personnel records.

Approved by:

  
Alan F. Kiepper  
General Manager

Date:

  
12-18-78